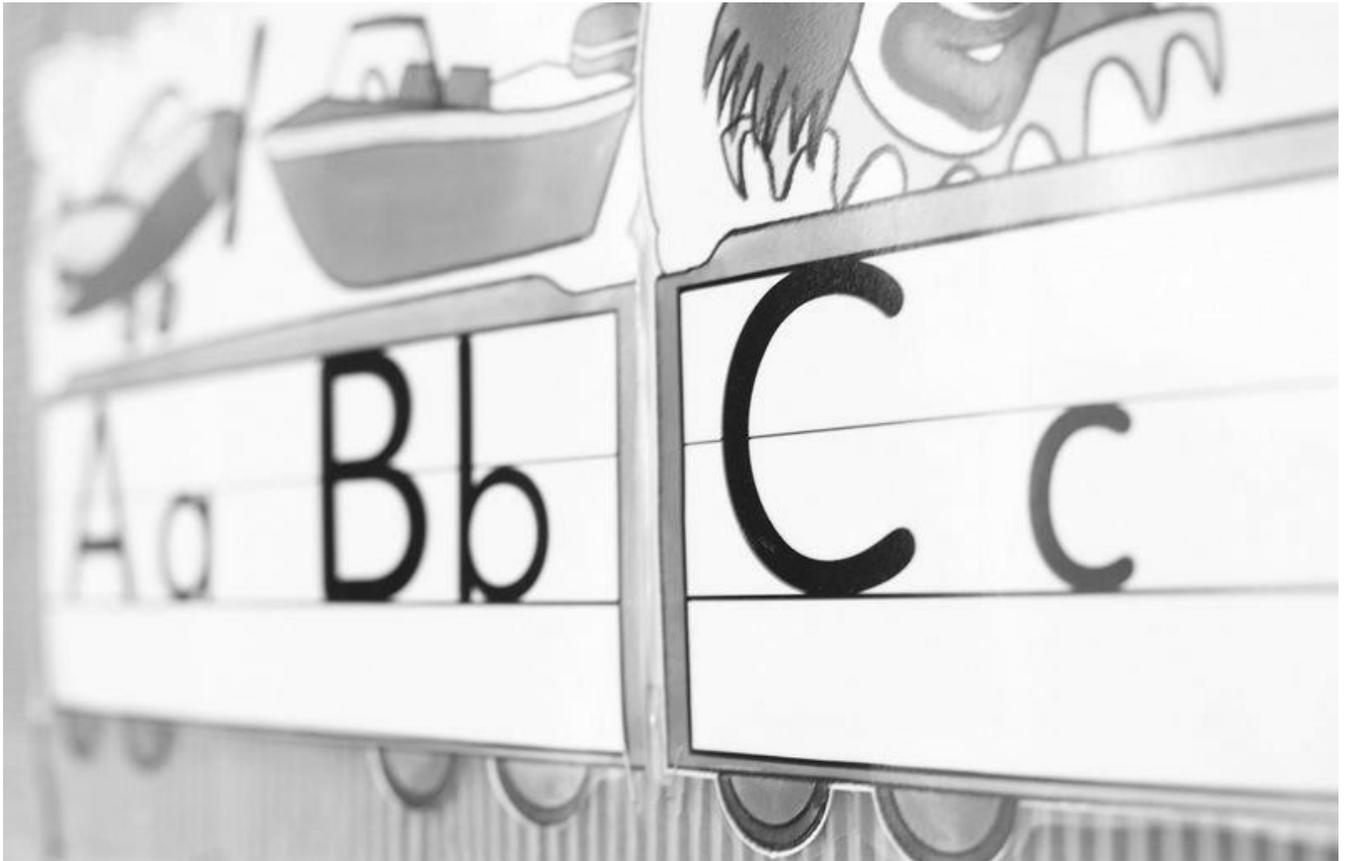


Brookfield Central School Elementary Handbook 2020-2021



Due to COVID-19 there may be changes to multiple policies and procedures. Please refer to the Brookfield CSD website for the most up-to-date information and changes.

September 2020

Dear Parents/Guardians,

Welcome to the start of the 2020-2021 school year! This year all New York state schools will continue to implement the challenging Next Generation Learning Standards. These Next Generation standards define the knowledge and skills that students should gain from their PreK-12 course work. These learning goals are intended to prepare every student to be college and career ready when they graduate from high school. To achieve this goal, BCS will continue to implement rigorous curriculum in every elementary classroom. You should expect your child to read more, to think more deeply, to understand math more completely, to write more clearly, and to have more work to practice at home. You can help your child to excel in meeting these challenging expectations by reviewing their work every day, by praising their academic success, by assisting them in areas where they have difficulty, and by encouraging regular school attendance. You can also seek additional help from your child's teacher whenever you have a question or concern. Finally, you may research tips for parents about Next Generation expectations at www.engageny.org.

The elementary years are critical to your child's learning and growth. Brookfield Central School offers a safe and nurturing environment in which students begin the process of becoming life-long learners. Our programs are designed to enrich and challenge our students. We encourage your participation in your child's education.

On behalf of the faculty and staff of BCS, welcome back to school for a safe and productive year.

Sincerely,

Ms. Carrie Smith
Principal
Brookfield Central School District

2020-2021 Elementary Staff

Administration

Mr. James Plows, Superintendent
Ms. Carrie Smith, Principal/Co-CSE Chair
Ms. Christa Case, Secretary/District Clerk
Mrs. Sue Scully, Treasurer

jplows@brookfieldcsd.org
csmith@brookfieldcsd.org
ccase@brookfieldcsd.org
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Guidance Office

Mrs. Jennifer Phillips, Counselor/Co-CSE Chair
Ms. Christa Case, Guidance/CSE Secretary

jphillips@brookfieldcsd.org
ccase@brookfieldcsd.org

Elementary Staff

Mrs. Colby Thall, Pre-K/Co-CSE Chair
Mrs. Samantha Hafelin, Kindergarten
Mrs. Kasandra Jardines, Grade 1
Mrs. Kim Brennan-Lee, Grade 2
Mr. Ron Pavlus, Grade 3
Mrs. Colleen Rutherford, Grade 4
Mrs. LeeAnn Cucci, Grade 5
Sharon Cossette, Grade 6
Mr. Dan Suydam, Resource
Mrs. Shelley Elliott, Library
Mrs. Debra Thall, Teacher Assistant
Mrs. Lisa Farmer, Teacher Assistant
Mrs. Sarah Abrams, Teacher Assistant/Athletic Director
Mrs. Tammy Cook, Teacher Assistant
Mrs. Amanda Bugbee, Teacher Aide
Mrs. Krista Smith, Teacher Aide

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dsuydam@brookfieldcsd.org
sellott@brookfieldcsd.org
dthall@brookfieldcsd.org
lfarmer@brookfieldcsd.org
sabrams@brookfieldcsd.org
tcook@brookfieldcsd.org
abugbee@brookfieldcsd.org
ksmith@brookfieldcsd.org

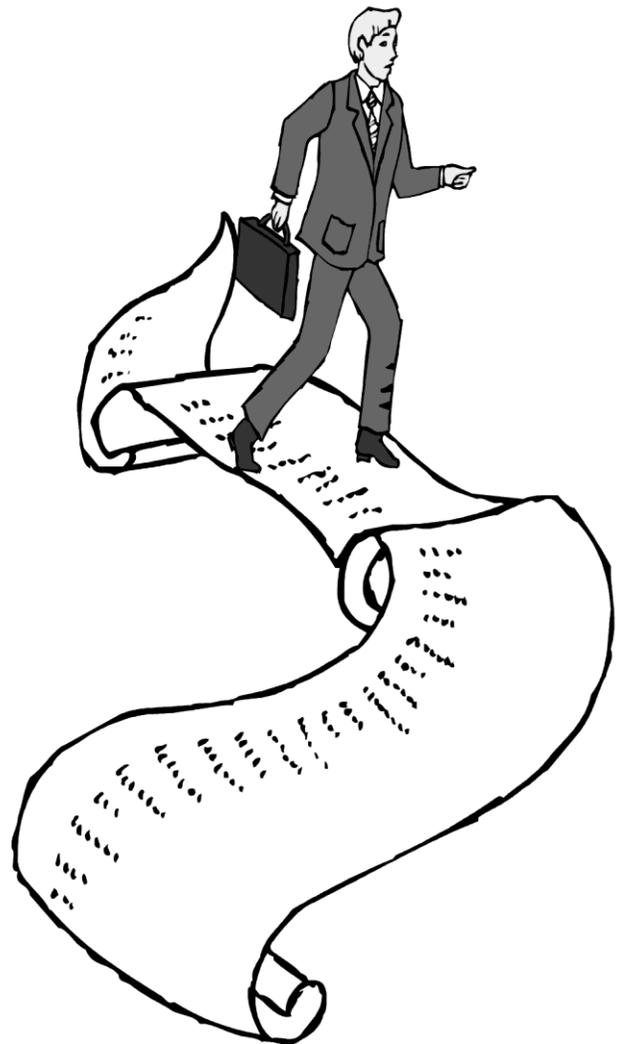
Special Areas

Ms. Carolyn Goodfellow, Vocal Music
Mrs. Karen Howlett, Physical Education
Mr. Brent Murdock, Physical Education
Mrs. Colleen Peavey, Technology
Mrs. Julie Jones, Nurse
Mrs. Amanda Woodward, Counselor
Mrs. Dawn Harvey, Psychologist
Mrs. Erica Shaw, Speech
Ms. Rachel Zielinski, Occupational Therapy

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cpeavey@brookfieldcsd.org
jujones@brookfieldcsd.org
awoodward@brookfieldcsd.org
dharvey@brookfieldcsd.org
eshaw@brookfieldcsd.org
rzielinski@brookfieldcsd.org

Student Checklist for Success

- Eat a good breakfast before coming to school in the morning or participate in our school breakfast program.
- Be polite and respectful toward others, both in and outside the classroom.
- Make a definite daily schedule for studying and homework, setting aside time for each subject.
- Be sure to understand all assignments. Always write assignments in a notebook kept for that purpose.
- Be in class on time.
- Walk in the hallway.
- Get plenty of sleep at night.
- Complete assignments on time.
- Show pride in our school and the BCS building.
- Show respect for the property of others.
- Do not bring any item to school that could harm you or anyone else.
- Put forth a positive attitude each day.
- Know that you are capable of success.
- Believe in yourself.



Guidelines for Study Time

- Do make sure your child really needs help before offering to help with homework.
- Do encourage your children to complete assignments after absences from school.
- Do not make assumptions or jump to conclusions about homework assignments.
- Do not try to help with homework if you are confused and really cannot figure out what is expected.
- Do attempt to communicate with your child's teacher when homework issues surface. Your child's interpretation may not always be an accurate one.
- Do encourage your child to read EVERYDAY and to practice math facts until they are mastered.



For Parents ...

Ways to Get Your Child Off to a Good Start

You can help your child get off to a good start this school year. Here are some ideas:

1. Get to know your child's teacher.
As a parent, you know your child best. Share what you know with the teacher. Does your child have a special interest? A favorite book? Are there subjects for which your child may require special help? You don't have to wait until parent conferences to share this information.
2. Talk with your child's teacher about problems, too.
What goes on at home affects how a child does in school. Separation, family illness, a new baby or even a move can affect a child's schoolwork. You don't have to tell the teacher all your personal information, but make sure your child's teacher knows important facts.
3. Encourage regular attendance as if school is your child's job.
Students need to be encouraged to attend school with the same regularity as is expected in the workplace. While students need to stay home when they are sick, students need to attend school at all other times. The new Common Core State Standards are much more rigorous and demanding so regular attendance is essential for academic success.
4. Make sure your child gets enough sleep so your child is on time and well rested for school.
Tired children can't do their best work. So, set a bedtime *and stick to it*. Students who are late for school often miss out on important learning time.
5. Learn what is expected of your child.
Will there be homework? How much? When are spelling tests? Etc.
6. Limit TV and Video Games.
Studies show the kids who do best in school watch the least television and play the fewest video games. So remember - when you first turn off the set, you'll have to help your child find other things to do. Read a book or magazine. Take a walk. Visit the library, or play a game.

These tips can not only get your child off to a great start - they can also help make sure the entire school year is successful.

Instructional Programs

The instructional program at BCS follows the New York State Next Generation Standards in English Language Arts and Literacy and Math. These Next Generation Standards are designed to provide every student with an opportunity to become career and college ready.

In PreK-2, ELA standards are used to provide three pillars of instruction: Foundation Skills and Guided Reading, Shared Interactive Reading, and Guided Accountable Independent Reading. Listening and learning activities are also designed to explore various academic domains that are foundational for social studies and science. In 3-6 ELA modules are designed to build students' literacy skills as they develop knowledge about the world. Use of these learning modules promote the ELA shifts required by Next Generation Standards: Balancing Informational and Literacy Texts; Developing Knowledge in the Disciplines; Increased Complexity in Understanding; Use of Text-based Answers; Writing Based on Source Evidence; and Development of Academic Vocabulary. From PreK-6, writing is emphasized as students progress from simple sentence expression to organized paragraph development, to multi-paragraph coherent essay writing. By the end of sixth grade, students are expected to be able to write a comprehensive, multi-paragraph response using evidence from multiple source documents.

In PreK-6, math modules are used to present a comprehensive, spiraling curriculum that shifts learning from rote math procedures to deeper math understanding. At all levels, teachers will provide instruction that focuses deeply on core concepts, builds learning in a coherent fashion over grade levels and fosters mathematical rigor. To develop rigor, instruction will promote procedural and skill fluency, a deeper conceptual understanding and regular application through intense practice and understanding. As students begin to truly learn the "why" of math procedures they will become equipped to engage in the innovative problem-solving required for a 21st century learner.

Science instruction focuses on a student-centered problem-solving approach using hands-on learning activities which are provided by BOCES science kits. In addition, PreK-2 listening and learning are organized to provide foundational knowledge in several science domains per grade level.

Our Social Studies curriculum follows NYS Education Department Social Studies Next Generation Curriculum. Grades PreK-2 focus on Self and Others, My Family and Other Families, and My Community and Other United States Communities. Grades 3 and 4 learn about Communities Around the World and New York State and Local History. In Grade 5, the United States, Canada and Latin America are studied while Grade 6 covers the interdependence of all people with an emphasis on the Western Hemisphere.

Students have weekly instruction in Music, Art, and Library. Physical Education is scheduled daily for all elementary grades. Grades 4-6 students have instrumental lessons weekly if desired and may participate in band. Grades 4-6 students may join chorus. Chorus and band are optional for these students. **After the first two full weeks of chorus or band, no student will be allowed to withdraw until the end of the 20 week semester.**

Emergencies

Please be sure to review, complete and return the Student Emergency Form that we will send home so we know what to do in an emergency at school. Children do get hurt or ill at school and we need to know who to contact in the event that we cannot get in touch with a parent or guardian. *Keep this form current throughout the school year.*

Change of Telephone Number, Address, or E-mail

Please keep the office informed of any change of address, telephone number, or e-mail address during the school year. In the event it becomes necessary to contact you, this information is very important and should be kept current. An early school closing will also necessitate parental contact.

Blackboard Connect

The **Blackboard Connect** service will enable us to communicate with parents about emergency situations, school events and important issues impacting your child. It will allow us to send personalized voice messages to your family's home, work, or cell phones. Essentially, we can make one phone call that reaches all of the students' families within minutes. We know this message service will maintain school and district-wide communications with parents and school system employees.

School Closings

Sometimes there is an emergency, like a snowstorm, that makes it necessary to close school. This may be done before school in the morning, or an early dismissal may be necessary. Whenever there is an emergency closing, it is announced on local radio and television stations. If we close school early, it's important that parents have told us what to do about dismissal. If a child is to go from school to someone else's home, we must have a note on file in the office saying where to send the child in an emergency. In addition to notifying the media, our **Blackboard Connect** system will be activated. It is very important that we maintain correct contact information. Please be sure to contact the Main Office of the school at 315-899-3323, ext. 244 to keep your information current.

Open House

An open house is scheduled each fall to give parents and community members an opportunity to visit classrooms and meet teachers. As New York State continues to refine state standards, educational requirements are changing for your child. Open House is the perfect time to learn “what’s new” and how you can help your child meet the increasing academic demands.

Please remember that the purpose of this evening is to meet the staff and “show off” the types of learning activities your student will be engaged in this year. It is not intended to be a time for parent-teacher conferences. However, such conferences can be scheduled at this time. Please do not be disappointed if your child’s teacher does not have time to give you a full report on your child at Open House. This time is for introductions only and is a time to see where your child will be spending this school year. Materials will be on display so you can see what content your child will be studying this year.

Be sure to join us for this special event! Check the school calendar each year for this important date. Students are welcome to accompany parents to this special event.



School and Classroom Rules

If elementary students are going to be safe, happy and enjoy success in school there are certain rules and responsibilities, which all must follow.

Rules do three things:

- They tell people what they can do.
- They tell people what they cannot do.
- They make it possible for people to work and learn together in an orderly fashion.

Students should:

- Respect the rights and property of others.
- Take pride in our school. Do not damage the buildings or grounds. Keep school clean and safe.
- Listen when someone else is talking.
- Be courteous and do not disturb others by talking out loud or using inappropriate language.

In addition:

- Respecting others means no fighting or name-calling. Report such behavior to a staff member.
- Food or drinks, including gum, are not allowed in the classrooms except during designated times such as snack time or for parties.
- Clothing worn should be appropriate and not distracting or offensive. Shoes must be worn at all times. Hats are not to be worn in school.
- Walk quietly and orderly in hallways to make them safe.
- Always cooperate with classmates and school staff.
- Be prepared for all classes and lessons. Have proper materials and complete all assignments when required.

Consequences:

As a rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Consequences will be determined by teachers, the principal, and the superintendent based on the infraction and the number of times the misbehavior occurs. Possible consequences for misbehavior are:

- Warning
- Time-out
- Teacher disciplinary action
- Parent/Teacher Conference
- Meeting with superintendent or principal.
- Suspension

Attendance

School Day Hours are: 8:03 A.M. – 2:47 P.M.

School attendance policies comply with New York State law and are not rules set by individual schools. Regular school attendance is required and is essential for academic success.

Walkers and students who are dropped off should arrive between 7:45 a.m. and 8:03 a.m.

When a student is absent, the parent is requested to call the school nurse (899-3323, ext. 207) between 8:00 a.m. and 9:00 a.m. and state why the student is absent and how long the student is expected to be out of school. If the parent does not call the school, every effort will be made by the nurse to contact the parent or guardian. This is done for safety reasons to ensure that parents know their child is absent. Upon returning to school, the student must bring a written excuse specifying the dates absent and the reason for their absence. Written excuses may be turned in to the classroom teacher. Excuses are required by NYS Education Law and must be kept on file.

Legal absences are defined by New York State as:

- Student illness
- Death in family
- Religious observance
- Music lesson (one hour per week)
- Educational trips approved by the school
- Attendance at a health clinic
- Court appearance
- Impassable roads
- Quarantine

Illegal absence is defined by New York State as:

- Unlawful detention, such as keeping a student home for an illegal reason (ex. Babysitting)
- Taking a student on vacation during school time
- Truancy

Tardiness

All students have the responsibility to be on time to their classroom and classes. Tardiness will be treated in the following manner:

- Arrival time after **8:03 a.m.** is considered tardy.
- Continual tardiness may be construed as parental neglect and treated as such.
- Students who arrive at school after homeroom must report to the office to sign in.
- Habitual tardiness may result in disciplinary consequences.

Truancy

Truancy is the act of staying out of school unlawfully when school is in session. Serious consequences such as referral to Child Protective Services regarding educational neglect will result from truancy.

Response to Intervention Team

The Response to Intervention team is a multi-disciplinary team of professionals who review a student's academic progress and any social or behavioral concerns. Members of this team consist of the coordinator of RTI, Special Education Teachers, Remedial Teachers, Classroom Teachers, and any other staff deemed relevant to that particular student.

Bus Safety

Boarding and Riding School Busses

It is very important that all students realize that any inappropriate behavior on a school bus that distracts the driver's attention from the road can result in a serious accident. Bus driver directions are to be strictly followed.

- The bus driver has the same authority as the teacher in the classroom.
- Be on time for the bus and help keep the bus on schedule. The bus driver will not wait for you if you are late. Be sure to walk to the bus.
- Each student can be assigned a specific seat on the bus and is expected to sit in that seat daily if requested by the driver. The bus driver has the authority to change student bus seating at any time.
- No objects are to be passed through bus windows.
- Students should go to their seats without disturbing other riders.
- Arms, heads, and hands are to be kept inside bus windows and out of the aisle.
- There should be no eating or drinking on the bus.
- Loud talking, laughing or unnecessary confusion can divert the bus driver's attention from the road and may result in a serious accident. This is especially true when roads are covered with ice and/or snow. Please remember this daily.
- Any damage to seats or any part of the bus is considered an act of vandalism and will be treated as such.
- Shoving, fighting and/or profane language is not allowed at any time.
- The use of tobacco, alcohol and/or other illegal substances are forbidden on the bus.
- The bus should be kept clean. Use the trash can provided.
- Students will not be allowed to leave the bus once they have boarded. Please remember all items that need to be taken home each night before leaving the classroom.
- In the morning students will remain on the bus until 7:40 a.m. when the bell rings to enter the building.

Bus Safety (continued)

Consequences for misbehavior on the bus:

Violations of any of the above rules will result in a range of disciplinary actions that can include:

- A clear and explicit warning by the bus driver.
- A written report sent to the administration and consequences assigned by the administration. A copy of this report will be sent to parents.
- Special seating assignment.
- Meeting of parents with the driver and administration
- Suspension from riding the bus for a period of time.
- Monetary fine to pay for damages incurred.

When you are leaving the school bus:

When leaving the school bus, always make sure the bus has come to a complete stop before standing up. Always walk slowly from the bus and immediately walk away from the bus. If you must cross the road, walk at least 10 feet in front so you can see the driver, and he/she can see you. Look for the driver to signal you to cross. Look both ways before crossing the road.

Changes in assigned transportation:

All children riding buses are assigned to ride a specific bus. If parents wish their children to walk to or from school, they should send permission slips to school. These notes should state the time period that the permission covers. It may be blanket permission for the year, or it may be for more specific occasions. From time to time, parents may wish their child to ride a different bus from school. A written request for this change must be sent to school with the child and brought to the office. The office will furnish instructions to the bus driver. This procedure applies to any change in a child's transportation assignment.



Walkers

Students who walk to school should use the sidewalk at all times. A crossing line has been provided across Main Street. Be sure to cross only in this area.

Walkers and students who are dropped off should not arrive before 7:45 a.m. each morning. Pre-K-3 are to wait in the hall by the gym and 4th-6th are to wait in the hall outside those rooms until the bell rings. Students cannot enter classrooms until the bell rings.

Students who plan to eat breakfast must report to their teacher before going to the cafeteria.

As a safety precaution walkers will be dismissed after all buses have left the bus circle.

Walkers are asked not to litter the streets or yards going to and from school.

When the temperature outside is 0 degrees or lower, bus drivers have been instructed to stop and transport walkers as a safety measure.

Picking up Students Prior to Dismissal Time

We are concerned about the safety of our students and must insist that students are to be picked up only by parents, legal guardians, or others designated in writing by parents. It is also preferred that students not be picked up early unless it is absolutely necessary. Please schedule appointments after school, on Saturdays, or during vacation periods.

If you plan to pick up your child at school, please write a note indicating your plans for that day and have your child give the note to the teacher. Indicate the time your child will be picked up. **Students are to be picked up in the office, not in the classroom, halls, or on school buses.** The child will be sent to the office and then signed out by the person picking up the student.

Student's being picked up at dismissal time will need to wait until buses have departed the bus circle before going to parents' car unless accompanied by a parent.

Visitors to School

All visitors (including parents) are required to stop in the office to obtain permission to be in the building. Because this is a safety factor and protects our students, it must be strictly enforced. If you wish to speak to a teacher, please call the main office to schedule an appointment when the teacher is free. That way, you and your child's teacher can have a private conversation.

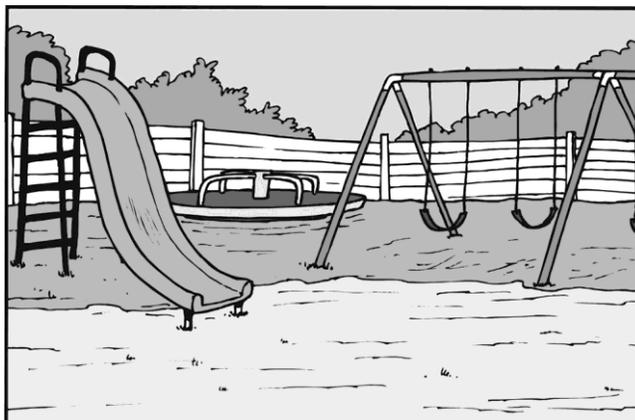
Students should not bring student visitors to school without prior approval (at least one school day in advance) from both their teacher and the principal.

Playground and Recess Rules

- The directions given by any adult are to be followed immediately.
- Stay in sight of an adult.
- Objects are not to be thrown (rocks, sticks, snowballs, etc.)
- Keep your hands and feet to yourself.
- Stay clear of the area in front and behind swings.
- Stay within the fenced area.
- Dress for the weather conditions. Sneakers and socks are the most appropriate footwear for the fall and spring and boots are the most appropriate for the winter.
- Consequences will be given for inappropriate behavior. Recess is a privilege that should be enjoyed.

Please note: All students will go outside for recess daily unless weather conditions make it unsafe. In general, unusually wet, rainy conditions or wind chills below 20 degrees will result in recess being inside. If a student has a medical problem requiring that the student remain inside, please provide a doctor's excuse to stay inside for an extended time or a parent note for a day or two of inside recess.

Please dress children appropriately for weather conditions and label all outerwear with your child's name to prevent loss.



Breakfast and Lunch

The breakfast program will begin the first day of the new school year. Those students eligible for free or reduced lunches are also eligible for free or reduced breakfast. Other students may purchase breakfast at a cost, which will be published when school starts.

Students are to report to their classroom before going to the cafeteria. Coats, books, etc., are to be left in the classroom. The breakfast program ends at 8:10 every morning.

Our school serves Class A lunches. The cost of a full lunch will be published when school starts.

Menus for both breakfast and lunch are sent home monthly with students.

To eliminate the need to bring money each day for breakfast and/or lunch, parents may send any amount that will be credited to a student's account. Parents may ask for a balance statement at any time by requesting this from Patsy Beehm. If a student forgets to bring breakfast or lunch money, the student can charge his/her meal. When charges become large and overdue, a letter will be sent to notify the parents that no further charges can be made and that the student will be offered a peanut butter sandwich until payment is made.

Cafeteria Rules

- When arriving at the cafeteria, line up in the serving line with no pushing or cutting in line.
- While in the cafeteria, talk quietly and never shout or yell.
- Return all trays and utensils to the dish washing area. Leave the table and floor around your place in a clean condition for others.
- Food must not be thrown on the floor.
- Hands should be kept away from others or their food.
- Popping bags or milk cartons is not allowed.
- Follow the directions and signals given by our cafeteria monitors and staff.

Consequences, such as assigned seating or removal from the cafeteria, will be given for inappropriate behavior in the cafeteria.

Testing

New York State Testing

New York State Testing is required in 3-8 Math/ELA and 4 and 8 Science. Pupils who score below the state standard levels must be provided appropriate remedial subject instruction. Results of these tests are shared with the public and Board of Education annually.

STAR Reading/Math assessments are given in the fall, winter, and spring. In addition, STAR progress monitoring occurs as needed. Results from STAR assessments are available for parents and are used to develop instructional activities to differentiate instruction.

Special Testing

When more information about a child is needed to assist with his/her progress, further testing may be helpful. This will be done only with parental permission. Most often, our school psychologist and special education teachers do this testing. This testing reveals learning patterns and styles. Results are always shared with parents. Please view this testing as yet another way to help your child be successful in school.



Special Events/Activities

Parties

Holidays are usually celebrated in classrooms with special treats or activities such as a movie. Each teacher has a preference for celebrating these days and will send home notes notifying parents of plans. Please check with your child's teacher before sending in a treat as arrangements may already have been made. Parents not wanting their child to participate in a holiday party should send in a note and special arrangements will be made for an activity in another room such as the library.

Birthdays are always special events and parents should feel free to send in a treat for their child's birthday. Please notify the classroom teacher in advance so time can be scheduled for this and so arrangements can be made for those students with medical issues.

Student of the Month

Each month a classroom teacher selects a Student of the Month for special recognition. This selection is based on a variety of criteria including showing progress in academic work or in behavior, exhibiting thoughtfulness toward classmates, or overall good citizenship. Recognition certificates are sent home and teachers exhibit a special display for "Student of the Month" outside their classrooms. Names of Students of the Month are announced at the Good Morning Program on the last Friday of each month from October to May.

Snacks

A mid-morning or afternoon snack break occurs in almost every classroom. Check with your child's teacher about snack policy. Primary students can purchase afternoon milk for \$.50. Any snacks sent to school should be as healthy as possible.

Good Morning Program @ BCS

Philosophy

We believe that a student's positive self-concept is fundamental to academic success in school. Embracing the diversity of people and ideas can achieve a sense of community in our school. Good Morning Program provides our students, staff and visitors an opportunity to foster this sense of community.

Goals

- Children will develop a positive self-concept.
- Children will embrace the differences of their peers.
- A sense of community will be created and fostered in our school.
- Children will take pride in themselves and their school.
- Children will be able to identify key values that are part of being a good citizen.

Objectives

- Children will participate in individual and group presentations that relate to character education and core subjects.
- Children will demonstrate positive values and attitudes in their everyday lives.
- Children will participate in individual and group activities in an appropriate manner.
- Children will develop their public speaking and presentation skills.

Schedule

- On the first Friday of the month, PreK-2 GMP will be held. On the last Friday of the month, PreK-6 Students of the Month will be recognized.
- This program will be held from 8:15 to 8:45 a.m. Parents/grandparents are encouraged to attend.

Due to COVID-19, no GMP will be held at BCS this year.



Title I Remedial/Reading/Math Program

The purpose of Title I is to ensure that all children have fair, equal, and significant opportunities to obtain a high quality education and to reach, at a minimum, proficiency on the challenging Common Core Standards and academic assessments. Title I federal legislation and funding supports a variety of activities aimed at fulfilling the needs of disadvantaged children and youths.

Annual Notification of Rights Under FERPA

The Brookfield Central School District shall annually disseminate a notice to parents and students of their rights relative to student records, in such a manner that parents and students will be informed of the contents of such notice.

The Brookfield Central School District declares that it will not discriminate on the basis of sex, race, religion, age, national origin, qualified disability, marital status or any other human difference with regard to employment conditions of staff, opportunity and programs offered to students, the District's relationship with the public, establishment of educational programs and services, and with individuals with whom the district does business.

Inquiries regarding this non-discrimination policy may be directed to:

Mr. James Plows
Superintendent of Schools
P.O. Box 60
Brookfield, NY 13314

Notification of Rights Under FERPA

Parents or eligible students have a right to inspect and review all education records according to the Federal “Family Education Rights and Privacy Act of 1974.”

Parents and eligible students are also entitled to an opportunity for a hearing to challenge the content of such records, to insure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy or other rights, and to provide an opportunity for the deletions of any such inaccurate, misleading or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Student Records Access Officer.

Student records and any material contained therein, which is personally identifiable, are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents or eligible students. There are a number of exceptions to this rule, such as other school employees and officials, and certain State and Federal officials, who have a legitimate educational need for access to such records in the course of their employment.

Parents or eligible students have the right to file with the U.S. Department of Education a complaint concerning alleged failures by the Brookfield Central School District to comply with the requirements of FERPA.

A copy of the Brookfield Central School District’s Student Records Access policy may be requested from the Office of the Records Access Officer.

The Brookfield Central School District designates the following information as directory information: “Directory Information” shall mean and include the following: student’s name, parent’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, and sports, weight and height for members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency attended, photographs, and district internet Web site. When making public directory information, the Brookfield Central School District shall give annual public notice as to the type of information to be made public and shall allow thirty (30) days after such notice for a parent to inform the school that any or all information designated shall not be released.

Emergency Plans

The District Safety Committee has established procedures to safeguard the safety and health of students and staff. An annual “Go Home” drill is held to give practice in emergency evacuation procedures. Parents will be notified of this drill at least one week in advance.

Student Dress Code

Pre-K-12

The dress code at Brookfield Central School is based on enhancing the learning process. It is expected that each student will maintain a proper mode of dress, both during the school day and at all school activities. *Keep in mind that what may be currently fashionable may not be appropriate to wear in school.*

Guidelines have been established by the New York State Commissioner of Education indicating that student attire should pass the test of:

- Decency (refrain from revealing clothing such as mesh tops, halter or tank tops, half shirts, short shorts, or clothing with inappropriate words).
- Health (refrain from wearing unclean clothing).
- Safety (anything that might jeopardize a child’s well-being).
- Basic consideration for the educational process (clothing, which could interfere with the educational process, such as the wearing of masks, costumes, hats, etc., are prohibited in the school building, except on special designated occasions).

The guidelines for determining what is appropriate for school are based on simple premises: If clothing is too short, tight, ragged, revealing, controversial or unsafe or interferes with the educational process, it will be deemed inappropriate for school.

Appropriate clothing should be worn at all times:

- Clothing should be clean and contains no holes or slits above the knee.
- No see-through, mesh, tight/form fitting. Spandex or Lycra clothing is allowed.
- Clothing or accessories that display profanity, violence, discriminatory messages or suggestions of drugs, alcohol, tobacco or smoking, or sex acts are not to be worn at school or at school functions.

Shirts or Blouses:

Sleeveless garments may be worn if undergarments cannot be seen, and the sleeve curve is close to the underarm.

Student Dress Code (continued)

Blouse or shirt must adequately cover all undergarments, underarms, back, and stomach and chest areas.

Shoes:

Proper footwear should be worn at all times. **Sneakers and socks should be worn for gym and recess.**

Pants, Shorts, Skirts:

- Waistbands of shorts, slacks, skirts or similar garments must be worn above the hips. Undergarments shall not be visible.
- Shorts or skirts shall be permitted provided they are of mid-thigh length or longer (the mid-thigh is defined as the point on the leg beyond the fingertip with the arms and fingers fully extended at the sides. When applying the mid-thigh test, clothing shall be worn properly positioned at the waist).
- Athletic and gym clothing shall be worn as required by the subject teacher or club instructor only while participating during the activity.

Hats:

- As a matter of common courtesy and respect, hats (or any head apparel) are not to be worn while inside the building and are to be kept in students' lockers during school hours.
- If worn, such items will be confiscated and returned at the end of the day.

If an inappropriate new trend becomes a problem during the school year, the administration reserves the right to amend this dress code and inform students, teachers and parents.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary action, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further disciplinary action, up to and including out-of-school suspension.

Brookfield Central School Student Code of Conduct

The Brookfield Central School District is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship,

Brookfield Central School Student Code of Conduct (continued)

character, tolerance, honesty, and integrity. In compliance with the Dignity for All Students Act, harassment, bullying, cyberbullying, and discrimination by other students and/or school employees on school property or at school functions are prohibited. Violations will result in progressive discipline up to and including suspension. A comprehensive Code of Conduct, has been developed based on these principles. The code details the rights and responsibilities of all stakeholders in the school environment. This is a summary of that code. A complete copy is available in the District Office.

Student Rights and Responsibilities

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. Learn in an environment free of discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
5. Participate equally in all school activities regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
6. Have complaints about school-related incidents investigated and responded to.

B. Student Responsibilities

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school everyday unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.

Brookfield Central School Student Code of Conduct (continued)

5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Act and speak respectfully about issues/concerns.
13. Use non-sexist, non-racist and other non-biased language.
14. Respect and treat others with tolerance and dignity regardless of actual or practice, disability, sexual orientation, gender or sex.
15. Use communication that is non-confrontational and is not obscene or defamatory.
16. Report acts of bullying, discrimination, harassment and other inappropriate actions that hurt others.

Students may be subject to disciplinary action pending administrative judgment up to and including suspension from school, when they:

- *Engage in conduct that is disorderly, insubordinate or disruptive, violent or endangers the safety, health, or welfare of others.*

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

Disciplinary actions, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary actions, school personnel authorized to impose disciplinary penalties will consider the following:

- *The student's age.*
- *The nature of the offense and the circumstances which led to the offense.*
- *The student's prior disciplinary record.*
- *The effectiveness of other forms of discipline.*
- *Information from parents, teachers, and/or others, as appropriate.*
- *Other extenuating circumstances.*

Brookfield Central School Student Code of Conduct (continued)

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance in the school setting. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Clothing or jewelry that displays expressions or insignia, which are obscene or libelous or insulting or which advocates racial or religious prejudice or otherwise interferes with the educational process is forbidden. Clothing or jewelry that displays expressions or insignia which are in conflict with the Drug Free Schools Act is forbidden.

General Examples of Attire and Make-up, which are Viewed as Unacceptable:

- *Undergarments that are exposed*
- *Exposed backs*
- *Exposed midriffs*
- *Shorts or skirts that are more than 4" above the knee*
- *Transparent clothing*
- *Face painting*

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

It is crucial for students to behave in a responsible manner while riding on District buses. This is necessary not only to ensure their safety and that of other passengers, but also to avoid distracting the bus driver. For these reasons students are required to conduct themselves with the same standards and rules found in their classrooms. All students must behave appropriately as passengers on our school buses.

Parents and other district citizens are encouraged to visit the district's schools and classrooms to observe the work of students, teachers and staff. Since schools are a place of work and learning, certain limits must be set for such visits. The principal or his/her designee is responsible for all persons in the building and on the grounds.

All visitors to the school must report to the main office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's identification badge, which

Brookfield Central School Student Code of Conduct (continued)

must be worn at all times while in the school or on school grounds. Unauthorized persons will be asked to leave. The police may be called if the situation warrants. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner.

No person shall:

- *Intentionally injure others*
- *Intentionally damage or destroy school district property*
- *Disrupt the orderly conduct of classes, school programs or other school activities*
- *Refuse to comply with any reasonable order of identifiable school district officials performing their duties.*

Persons who violate this code shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and/or police intervention.

This brief summary outlines the expectations for acceptable conduct and possible consequences of unacceptable conduct. All students and staff will receive several opportunities to become familiar with the Code. If you have any questions, or would like a complete copy of the Code of Conduct, please call the District Office at 899-3323.